



United States Environmental Protection Agency  
Washington, DC 20460

Work Assignment Number  
0-7

## Work Assignment

☒ Original ☐ Amendment Number.

Contract Number:  
EP-W-10-002

Contract Period  
Base ☒ Option Period Number

Title of Work Assignment  
Leaning of the Antimicrobial Testing  
Program (ATP)

Contractor  
INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose: ☒ Work Assignment Initiation ☐ Work Assignment Close-Out  
☐ Work Assignment Amendment ☐ Incremental Funding  
☐ Work Plan Approval

Periods of Performance

From: 05/11/10

To: 09/30/10

Comments:  
Work Assignment initiation.

☐ Superfund

## Accounting and Appropriations Data

☒ Non-Superfund

Line	DC (Max 6)	Budget FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 8)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

## Authorized Work Assignment Ceiling

Contract Period:  
Previously Approved

Cost/Fee

LOE

This Action

Total \$0.00

220

## Work Plan / Cost Estimate Approvals

Contractor WP Dated :

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee: \$0.00

LOE: 220

Work Assignment Manager Name

KENNETTA L. CALLOWAY

(Signature)

(Date)

Branch/Mail Code 7510P

Phone Number 703-305-0066

Fax Number

Project Officer Name

CATHERINE J. TURNER

(Signature)

(Date)

Branch/Mail Code 1805T

Phone Number 202-566-0951

Fax Number 202-566-3001

Other Agency Official Name

(Signature)

(Date)

Branch/Mail Code

Phone Number

Fax Number

Contracting Official Name

BRADLEY R. AUSTIN

(Signature)

(Date)

Branch/Mail Code 3803R

Phone Number 202-564-5574

Fax Number 202-565-2560

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date

# Leaning of the Antimicrobial Testing Program (ATP)

Contract: EP-W-10-002, Work Assignment: 0-7

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## Summary Information

Title: Leaning of the Antimicrobial Testing Program (ATP)  
Period of Performance: From: 05/11/10  
To: 09/30/10  
Award Date: 05/11/10  
Total Funding:

## Procurement Management Roles

WORK ASSIGNMENT MANAGER:

U.S. E.P.A.  
Attn: KENNETTA L. CALLOWAY  
1200 PENNSYLVANIA AVE, NW  
WASHINGTON, DC 20460

Mail Code: 7510P  
Phone Number: 703-305-0066  
Fax Number:  
E-Mail Address: calloway.kennetta@epa.gov

## Attachments

Attachment Name

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Statement of Work

## Statement of Work

Contract: EP-W-10-002, Work Assignment: 0-7

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### Work Assignment SOW

**Title:** Leaning of the Antimicrobial Testing Program (ATP)

**Contractor:** IEC, Inc.

**Contract No.:** EP-W-10-002

**Work Assignment Number:** 0-7

**Estimated Period of Performance:** Date of issuance to September 30, 2010

**Estimated Level of Effort:** 220 hours

**Key EPA Personnel:**

**Work Assignment COR (WA COR):**

Kennetta Calloway

OPPTS/OPP/AD (7510P)

Phone number - (703) 305-0066

Fax number - (703) 308-6467

**Contract Level COR:**

**Cathy Turner**

CMG/OPEI (1805T)

202/566-0951

202/566-3001 (fax)

### Background and Purpose:

The Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) and the Federal Food, Drug, and Cosmetic Act (FFDCA), give EPA the responsibility for registering new and re-evaluating existing pesticides to ensure that they meet label claims and are safe for use. This effort includes antimicrobial pesticides. There are more than 4,500 antimicrobial pesticides currently registered, 650 of which are hospital disinfectants. The Office of Pesticide Programs (OPP), in conjunction with the Office of Compliance Assurance and EPA Regions, operate a post registration testing program, the Antimicrobial Testing Program (ATP), to verify the effectiveness of these products. Since its inception, more than one third of hospital disinfectants and one half of the tuberculocidal hospital disinfectants have demonstrated a lack of effectiveness when tested through ATP. The ATP is currently the only mechanism the OPP has to ensure marketplace efficacy of antimicrobial products. Marketplace efficacy is of the utmost importance because approximately 60% of all registered antimicrobial pesticide products are public health pesticides intended to kill or control growth of human pathogens. As such, many of these products are used in infection control programs in hospitals, nursing homes, day care centers and other areas where product performance is critical.

To better protect human health and the environment, the Agency is seeking to improve the program through more efficient implementation. To this end, OPP is undertaking a "Lean Review" of ATP, focusing on the process flow to streamline the program's process and activities, eliminating unnecessary or redundant steps, resulting in a more efficient, productive, and effective testing program. Bottlenecks in the ATP need to be

## Statement of Work

Contract: EP-W-10-002, Work Assignment: 0-7

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identified and eliminated, the process streamlined, and the through put accelerated. Key to this effort will be ensuring the participation of stakeholders in order to identify all the steps involved in the process. These steps include fully assembling the sample collection list; documenting the collection of the product; setting up test methods; testing the product; validating the test; and if the product fails, taking enforcement or regulatory action; and ultimately resolving the issues.

The purpose of this work assignment is to provide support in initiating the Learning of ATP. Services will consist of the following:

1. Providing OPP staff and their stakeholders with concepts, best practices, methods, techniques, and tools for process improvement following Lean concepts through workshops and coaching.
2. Identification of possible Lean events, conducting pre-work events, facilitating events, providing follow-up services, and serving in the capacity of Team consultant.

### Experience

Contractor staff shall have at least 3-5 years of government Lean experience, preferably with environmental agencies, in the areas of teaching Lean concepts/tools/techniques, scoping, planning, facilitating and leading Lean events, and providing post-event support.

### Quality Assurance (QA) Requirements

Check ☐ Yes or ☒ NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment Contracting Officer Representatives (CORs) will provide additional information here, if **Yes** is checked above

### Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

### Task 1 - Prepare Work plan

The contractor shall prepare the work plan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The work plan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, and a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the work plan. However, only the CO can approve/disapprove the

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Contract: EP-W-10-002, Work Assignment: C-7

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work plan. The contractor shall prepare a revised work plan incorporating the Contracting Officer's comments, if required.

### Deliverables and Schedules under Task 1

- 1a. Submit a work plan within 15 calendar days of receipt of work assignment.
- 1b. Revise the work plan within 3 calendar days of receipt of comments from the Contracting Officer, if required.

### Task 2 - Provide Planning Support for ATP Lean Effort – Pre-Work and Scoping Meetings (Contract SOW Ref. - Element 1 - Planning and Management Support: #1, 2, 3, and 6 Pages 3, 4, 5, 6, 7 and 8 of 14)

The contractor shall lead pre-work and scoping meetings with the WAM, team leader, OPP senior managers, and event participants in the Washington DC area. These pre-work and scoping meetings will result in identification of project scope, objectives, goals and required data compilation. The contractor shall assist the agency in selecting team members to participate in the lean event. The contractor shall assist in planning, developing agenda, handouts and other materials for the meeting, facilitating the meeting, and providing a summary report.

The contractor shall meet and coordinate with the WAM, OPP senior leaders and lean team leader within 5 days of receipt of an approved Work plan to begin planning the scoping meeting. This pre-work meeting will address preliminary project scope and desired outcomes for the Lean event; potential participants in scoping meeting and lean event; possible meetings with managers or other individuals in preparation for scoping or lean event; and other actions that would contribute to the success of this lean effort. The WAM will secure a date and facility for all meetings.

#### This shall include but is not limited to:

- 1. Pre-meetings to identify possible lean events, including meeting with OPP senior leaders, lean event team leader, WAM, or others identified by the WAM, and writing a short description of possible events.
- 2. Conduct Lean scoping meetings that result in the identification of project scope, objectives, goals and data compilation. The contractor shall assist the EPA team leader in selecting appropriate individuals to participate in the lean event

### Deliverables and Schedules under Task 2

- 2a. Pre-meetings held within 15 days of completion of Task 1.
- 2b. Draft list of possible events within 25 days of completion of Task 1.
- 2c. One-day scoping meeting that results in the identification of project scope, objectives, goals and data compilation shall be held within 45 days of completion of Task 1.

## Statement of Work

Contract: EP-W-10-002, Work Assignment: 0-7

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- 2d. The contractor shall provide a draft agenda and schedule for scoping meeting within 15 business days of the scheduled scoping meeting.
- 2e. The contractor shall provide a final summary report on the scoping meeting within 5 days of receipt of comments.

### **Task 3 - ATP Lean Event (Contract SOW Ref - Element 2 - Testing Innovations: Page 9 of 14)**

The Contractor shall facilitate the ATP Lean Event. The contractor shall assist in planning, developing, compiling and distributing agenda, handouts and other materials for the meeting; facilitating the meeting; and providing a summary report.

This shall include, but is not limited to:

- 1. Facilitate Lean Event which shall take up to five days.
- 2. Provide just-in-time Lean training to help train EPA Staff and Stakeholders to Lean philosophy, tools and techniques.
- 3. Coach and mentor ATP Lean Event Team Leader.
- 4. Serving in the capacity of Facilitator identify and manage change during the Lean Meeting.

### **Deliverables and Schedules under Task 3**

- 3a. Draft Summary Report of ATP Lean Event 15 business days after the meeting.
- 3b. Final Summary Report of ATP Lean Event 5 days after receipt of revisions from the WAM, including presentations, papers and value stream map.

### **Task 4 – Lean Follow-up Meetings (Contract SOW Ref - Element 3 – Evaluating Innovations Page 10 of 14)**

The contractor shall participate by phone or in person in follow-up meetings to be held 30 days, 60 days, and 90 days after the Lean event or as directed by the WAM in written technical direction. The contractor shall assist in planning, developing, compiling and distributing agenda, handouts and other materials for the meetings; facilitating the meetings; and providing a summary report.

### **Deliverables and Schedules under Task 4**

- 4a. Proposed Agenda and Schedule for follow-up meetings within 10 calendar days after initial Lean Meeting, 30 day meeting and 60 day meeting..
- 4b. Initial follow-up meeting held within 30 days of completion of Task 3.
- 4c. Second follow-up meeting held within 60 days of completion of Task 3.
- 4d. Third follow-up meeting held within 90 days of Task 3.

## Statement of Work

Contract: EP-W-10-002, Work Assignment: 0-7

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- 4e. The contractor shall provide draft update reports following each 30- day, 60-day, and 90-day follow-up meeting held within 7 calendar days of each event.
- 4f. Final summaries for each follow-up meeting within 7 calendar days of receipt of comments on draft from the WAM.



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## Work Assignment

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0-7

☐ Original ☒ Amendment Number: 1

Contract Number  
EP-W-10-002

Contract Period  
Base ☒ Option Period Number

Title of Work Assignment  
Leaning of the Antimicrobial Testing  
Program (ATP)

Contractor  
INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose: ☐ Work Assignment Initiation ☐ Work Assignment Close-Out  
☒ Work Assignment Amendment ☐ Incremental Funding  
☒ Work Plan Approval

Periods of Performance  
From: 05/11/10 To: 09/30/10

Comments:

The purpose of this amendment is to approve the contractor's Work Plan dated May 25, 2010.

☐ Superfund

### Accounting and Appropriations Data

☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 8)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

### Authorized Work Assignment Ceiling

Contract Period: Cost/Fee LOE  
Previously Approved \$0.00 220

This Action \$29,835.63 (124)

Total \$29,835.63 96

### Work Plan / Cost Estimate Approvals

Contractor WP Dated: 05/25/10 Cost/Fee: \$29,835.63 LOE: 96

Cumulative Approved: Cost/Fee: \$29,835.63 LOE: 96

Work Assignment Manager Name

KENNETTA L. CALLOWAY

(Signature)

(Date)

Branch/Mail Code 7510P

Phone Number 703-305-0066

Fax Number

Project Officer Name

CATHERINE J. TURNER

(Signature)

(Date)

Branch/Mail Code 1805T

Phone Number 202-566-0951

Fax Number 202-566-3001

Other Agency Official Name

(Signature)

(Date)

Branch/Mail Code

Phone Number

Fax Number

Contracting Official Name

BRADLEY R. AUSTIN

(Signature)

(Date)

Branch/Mail Code 3803R

Phone Number 202-564-5574

Fax Number 202-565-2560

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date



# Leaning of the Antimicrobial Testing Program (ATP)

Contract: EP-W-10-002, Work Assignment: 0-7, Amendment: 0001

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## Summary Information

Title: Leaning of the Antimicrobial Testing Program (ATP)  
Period of Performance: From: 05/11/10  
To: 09/30/10  
Award Date: 05/11/10  
Total Funding:

## WA Totals

*The following item(s) have been added:*

Category	POP	Amount
Estimated Cost	Base Pd.	(b)(4)
Fixed Fee	Base Pd.	

## WA Classification

*The following changes have occurred:*

The Labor Hour Ceiling has changed from 220 to 96.

United States Environmental Protection Agency  
Washington, DC 20460

Work Assignment Number

0-7

**Work Assignment**☐ Original ☒ Amendment Number: 2Contract Number:  
EP-W-10-002Contract Period:  
Base ☒

Option Period Number

Title of Work Assignment:  
Cleaning of the Antimicrobial Testing  
Program (ATP)Contractor:  
INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose: ☐ Work Assignment Initiation ☐ Work Assignment Close-Out  
☒ Work Assignment Amendment ☐ Incremental Funding  
☐ Work Plan Approval

Periods of Performance

From: 05/11/10

To: 11/18/10

Comments:

The purpose of this amendment is to extend the Period of Performance to November 18, 2010.

☐ Superfund**Accounting and Appropriations Data**☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

**Authorized Work Assignment Ceiling**

Contract Period:	Cost/Fee	LOE
Previously Approved	\$29,835.63	96
This Action	\$0.00	0
Total	\$29,835.63	96

**Work Plan / Cost Estimate Approvals**

Contractor WP Dated:	Cost/Fee:	LOE:
Cumulative Approved:	Cost/Fee: \$29,835.63	LOE: 96

Work Assignment Manager Name

KENNETTA L. CALLOWAY

Branch/Mail Code 7510P

Phone Number 703-305-0066

Fax Number

(Signature)

(Date)

Project Officer Name

CATHERINE J. TURNER

Branch/Mail Code 1805T

Phone Number 202-566-0951

Fax Number 202-566-3001

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code

Phone Number

Fax Number

(Signature)

(Date)

Contracting Official Name

BRADLEY R. AUSTIN

Branch/Mail Code 3803R

Phone Number 202-564-5574

Fax Number 202-565-2560

(Signature)

(Date)

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date

# Leaning of the Antimicrobial Testing Program (ATP)

Contract: EP-W-10-002, Work Assignment: 0-7, Amendment: 0002

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## Summary Information

Title: Leaning of the Antimicrobial Testing Program (ATP)  
Period of Performance: From: 05/11/10  
To: 11/18/10  
Award Date: 05/11/10  
Total Funding:

## WA Classification

*The following changes have occurred:*

The Anticipated Expiration Date has changed from 09/30/10 to 11/18/10.